

Ellsworth AFB Family Housing Brochure

Welcome to Ellsworth Air Force Base Military Family Housing (MFH). We are pleased to have you with us and hope your stay will be pleasant. It is impossible to itemize every small detail of our responsibilities and yours. The following pages explain the Air Force's responsibility towards your home, as well as what we expect from you. Please be considerate of your neighbors and treat your home as if it were your own. Your home represents a substantial investment by the United States Air Force and by all of us as taxpayers. Feel free to contact the Family Housing Office any time during the workday at (605) 385-2576 (DSN: 675-2576). If you should misplace your copy of the housing brochure or to check for updates, you may view or print it from the housing web page at: http://www.ellsworth.af.mil/28bw/mission_support_group/civil_engineer_sq/housing. The Housing Brochure is also available on the housing web site in pdf format.

<u>CHAPTER 1: AIR FORCE RESPONSIBILITIES</u> (1.1) Military Family Housing (1.2) Initial Inspection (1.3) Maintenance and Repair (1.4) Family Housing Self-Help (1.5) Furnace Filters (1.6) Refuse and Recyclable Collection (1.7) Insect Control (1.8) Lockouts (1.9) Grounds Care (1.10) Snow Removal (1.11) Appliances/Electrical Fixtures (1.12) Privately Owned Appliances	<u>CHAPTER 2: OCCUPANT RESPONSIBILITIES</u> (2.1) Family Separation (2.2) Leave or Extended TDY (2.3) Liability for Damage to Military Family Housing, Equipment and Furnishing (2.4) Insurance (2.5) Damage to Quarters (2.6) Repair Costs (2.7) Energy Conservation (2.8) Environment (2.9) Care of Interior (2.10) Care of Exterior (2.11) Grounds Care (2.12) Lawn of the Month	<u>CHAPTER 3: FIRE PROTECTION</u> (3.1) Instructions on Prevention (3.2) Smoke Detectors (3.3) Fire Reporting (3.4) Storage of Gasoline (3.5) Barbecue Grills (3.6) Clothes Dryer (3.7) Cooking Appliances (3.8) Fire Evacuation Plan (3.9) Housekeeping (3.10) Power Equipment
<u>CHAPTER 4: SECURITY</u> (4.1) Parking (4.2) Winter Parking Rules (4.3) Disabled or Unregistered Vehicles (4.4) Repair Work (4.5) Visitor Reception (4.6) Firearms and Fireworks (4.7) Crime Stop	<u>CHAPTER 5: GOOD NEIGHBORS</u> (5.1) Noise Control (5.2) Control of Children (5.3) Visitors in Housing (5.4) Pet Control	<u>CHAPTER 6: POTPOURRI</u> (6.1) Lawn/Garage/Carport Sales (6.2) Basements in MFH (6.3) Business Enterprises (6.4) Solicitation in MFH (6.5) Wading Pools (6.6) Telephone Installation (6.7) Babysitting in MFH (6.8) Mail Delivery (6.9) Curing of Wild Game
<u>CHAPTER 7: SELF-HELP WORK</u> (7.1) Requesting Self-Help Work (7.2) Standards and Specifications (7.3) Disposition of Improvements	<u>CHAPTER 8: TERMINATION OF MILITARY FAMILY HOUSING</u> (8.1) Giving Notice (8.2) Pretermination Inspection (8.3) Final Inspection	<u>CHAPTER 9: SPECIAL CLIMATIC SITUATIONS</u> (9.1) Tornadoes (9.2) Tornado Watch (9.3) Tornado Warning (9.4) Protection Plan (9.5) Winter Storms (9.6) Snow Removal
Attachments: 1: Care & Maintenance of Siding 2: Care & Cleaning Tips for Carpet 3: Care & Cleaning Tips for Linoleum 4: Household Hazardous Waste Management		

CHAPTER 1: AIR FORCE RESPONSIBILITIES

1.1. Military Family Housing (MFH): There are 818 units that are Air Force-owned and are located in the Rushmore Heights, Black Hills Estates, Eagle Ridge, and Prairie View Estates areas; there are 1,028 units that are Section 801 leased housing known as Dakota Ridge and Centennial Estates. On base, all maintenance and repair, refuse and recyclable collection and disposal, snow removal from streets, and fire and police protection will be contracted or performed by Ellsworth AFB in support of your assigned military family housing unit. In Dakota Ridge, garbage collection, pet control, fire and police protection, and snow removal are performed by Rapid City; maintenance and repair is contracted by the Air Force. All housing areas will adhere to the following guidelines and any exceptions for any housing area will be noted in the appropriate paragraph.

1.2. Initial Inspection: A housing representative will perform an initial inspection before you move in, to identify and document on an AF Form 227, Quarters Inspection Report, any discrepancies that are **damages** pertaining to the unit, appliances, and yard. In addition, you have fifteen days to return a list of any additional discrepancies to the housing office.

1.3. Maintenance and Repair: At Ellsworth AFB, contact the maintenance contractor at 923-5808 to request maintenance and repair work. This is a 24-hour service. After the maintenance contractor receives a request, the service call specialist will immediately assign and provide you with a service order number and an approximate date and time the work will be performed. There are three categories of service: emergency, urgent, and routine (the category determines when the service will be accomplished):

Category	Response time
Emergency	Response time is within 1 hour. Failures or deficiencies, which constitute an immediate safety issue, health hazard, risk of property damage, or threat to the environment, are emergency calls.
Urgent	Response time is within 3 days. Failures or deficiencies, which would soon inconvenience and affect the health and well being of the occupants, are urgent calls.
Routine	Response time is within 14 days. Calls that do not meet the criteria of emergency or urgent are routine calls.

If you are dissatisfied with the contractor's service, contact Housing Facilities at 385-2530. Occupants are expected to perform normal maintenance expected of prudent homeowners (such as checking/changing furnace filters **monthly**).

1.4. Family Housing Self Help Program: Effective 1 May 2005, the housing maintenance contractor will manage the program. All materials and equipment will be issued from their main office located at 2771 Centennial Drive. Hours of operation will be Tuesday-Friday from 8:30-16:30, Monday and Saturday from 8:00-12:00 and will be closed on holidays.

1.5. Furnace Filters: Furnace filters are furnished by the government and can be picked up at DGR housing maintenance. You are responsible for the periodic change of disposable filters. We recommend checking/changing your furnace filter once a **month**.

1.6. Refuse and Recyclable Collection: The following are the refuse and recyclable collection times:

	Refuse Collection	Recycling Collection	Yard Waste Collection
Centennial	Monday	Friday	Friday
Black Hills Estates	Tuesday	Wednesday	Wednesday
Rushmore Heights	Thursday	Wednesday	Wednesday
Prairie View Estates	Tuesday	Wednesday	Wednesday
Crazy Horse Ct.	Thursday	Wednesday	Wednesday
*Dakota Ridge	Friday	Friday	Take to nearest yard waste dumpsters located on crest of hill on Fairmont Blvd., just west of the Conoco gas station on Highway 79

*The city of Rapid City provides garbage and recyclable cans for **Dakota Ridge** Military Family Housing units. Garbage and recyclable cans must be taken to the curb. Items that can be put into your blue recycling container include glass jars, steel cans, aluminum cans and plastic containers. A punch card system has been developed to allow military housing occupants at Dakota Ridge to dispose of large unwanted items at the Rapid City landfill free of charge. Using this punch card, residents are allowed one free trip to the landfill per month. These punch cards are available at the housing office. For more information, contact the Regional Recovery & Landfill Facility, 355-3496.

Refuse **must** be secured before being placed at the curb or in your refuse receptacle. This means plastic bags will be tied, paper bags will be stapled or taped shut, and boxes will be lidded and tied or taped shut. Each housing unit on Ellsworth has a numbered garbage can assigned. Your garbage and recyclables must be taken to the curb.

Refuse collectors are not required to take your refuse if there is no path available for them. This includes having vehicles parked in front of your container(s). Additionally, if snow has fallen, it is your responsibility to ensure the refuse collectors have a clear path to get to the garbage and recyclable containers, or you risk your refuse not being picked up. For questions or problems with garbage and recycling collection, please call the CE QAP at 385-2628.

Yard waste may be placed on a curbside on recycling collection days. Yard waste is picked up year around when weather conditions are favorable. Also, it may be placed in the dumpsters labeled Yard Waste, which are located in the Transfer Station on 2218 Centennial Dr. Yard waste that goes on curbside must be put in a brown paper yard waste bag. All waste must fit in the bag. Multiple bags are permissible. If your waste is in bags and you want to put it in yard waste dumpsters, empty the bags into the dumpster and reuse the bags. The bags **are not** part of the yard waste unless they are the type specifically made for yard waste disposal. Yard waste includes leaves, grass clippings, and branches under 10 feet long and 6 inches in diameter. Dirt removed via landscaping work is **not** considered yard waste, and should be disposed of via other methods.

The refuse contractor will only collect refuse on the designated days. If you miss a pick-up day, you will have to wait until the following week. All garbage and recyclables must be set out by 0600 hours. Do not place your refuse out the day before because of potential high winds or stray pets could get into it.

Recycling is MANDATORY at Ellsworth AFB. You may place the following recyclable materials at your curb: aluminum beverage cans and tin/bi-metal cans, rinsed glass bottles and jars, #1 and #2 plastics and jugs that contained milk or water (mixed recyclables). Place all of these items together in a translucent plastic bag. When the bag is full, tie it closed (leave a small opening for air to escape) and place it at the curb on your designated recycling collection day. Do not mix paper products or cardboard with other recyclable materials. Office paper and cardboard must be placed in any marked white recycling dumpster on base. These white dumpsters will be labeled as either "Office Paper Only" or "Cardboard Only". Newsprint, magazines, junk mail, and scrap paper must be taken to either the Central Transfer Station or to one of the compartmentalized dumpsters around the base.

Also, you may place bulk items such as furniture, etc. on your sidewalk. These bulk items cannot be heavier than 200 pounds and cannot exceed 6 feet in length. You must dispose of any items exceeding these limits. You may take them to the Ellsworth Centralized Transfer Station. Curbside pickup of items exceeding these weights/dimensions will not be allowed.

The disposal of dead animals found on base (not house pets) is a Civil Engineer Squadron responsibility. A pet cemetery is available for house pets near the firing range on Range Road. Any questions about the cemetery or disposal of animals can be coordinated with the Entomology Section, 385-2521.

Refuse Holiday Schedule

Date	Holiday
1 January	New Year's Day
May (last Monday)	Memorial Day
4 July	Independence Day
September (first Monday)	Labor Day
November (fourth Thursday)	Thanksgiving Day
25 December	Christmas Day

The contractor works all holidays except for those listed above. When there is a holiday, scheduled pickups are the next day. For the rest of the year, the schedule does not change.

Christmas trees will be picked up on the recycling collection days for the two weeks following Christmas. **If you missed the Christmas tree pickup, you may take your tree and wreaths to the Transfer Station at 2218 Centennial Drive, 923-1427. Hours of operation are Thursday through Sunday from 0900 to 1900 (closed all Federal holidays).** No special pickups of trees and wreaths will occur outside of this schedule.

RECYCLING CENTERS:

You may take the following items listed below to the following locations to be recycled.

Tires	Ellsworth AFB Service Station Rapid City Landfill	923-1489 394-4197
Engine Oil	Ellsworth AFB Service Station Ellsworth AFB Auto Hobby Shop Phillips 66, 1935 W. Main St. M. G. Oil Co., 1002 Main St.	923-1489 923-2900 342-9759 923-0527
Lead Acid Batteries	Ellsworth AFB Service Station Ellsworth AFB Auto Hobby Shop Ace Steel & Recycling, 1864 Lombardy Dr.	923-1489 923-2900 341-7181
Antifreeze	Ellsworth AFB Auto Hobby Shop	923-2900
Yard Waste	Centralized Transfer Station Rapid City Sanitary Landfill, S. Hwy. 79	923-1427 394-4197

CENTRALIZED TRANSFER STATION

The Transfer Station is a place where you may dispose your recyclables, yard waste, and refuse. It is located on 2218 Centennial Dr., across the street from the dog kennels. Operating hours are from 0900 to 1900, Thursday through Sunday (closed all Federal holidays). The Transfer Station contains one roll-off container for each of the following: vehicle tires, paper and magazines, scrap wood, bulk waste, white goods such as refrigerators and stoves, and two roll-offs for cardboard. The Transfer Station may also take in appliances. You will be charged a disposal fee for those with Freon. If you have any questions, please contact the personnel working at the Transfer Station at 923-1427 or call the CES QAP at 385-2628.

1.7. Insect Control: Your unit was surveyed for insects/pests before you moved in. You will be expected to take all measures to prevent and control insects/pests. Remember that pet food, crumbs and dropped table food attract mice other animals to your home and yard. Good sanitation is the key to good pest control. Facilities with pest infestation due to structural deficiencies (or do not respond to properly applied self-help measures by the occupant after 30 days) may be treated by installation or contract pest management personnel. For assistance, please call Environmental Controls at 385-2521.

1.8. Lockouts: The contractor is responsible for providing entry to residents who have locked themselves out of their quarters (because of broken, lost or inoperative keys) during normal duty hours and for emergencies after normal duty hours. This will only be done when identification of the resident or their dependents is confirmed. Call 923-5808.

1.9. Grounds Care: Common areas beyond 100 feet from your unit are government responsibility. Major pruning is also the government's responsibility. Minor amounts of grass seed and fertilizer are provided by the government through the self-help program to reseed bare spots, however the occupant will bear the cost of repairing damages to the yard due to neglect. Weed killer is no longer provided. Seasonal announcements will be made through the base paper and the housing information letter. Please keep your yard in a grassed condition at all times.

1.10. Snow Removal: Civil Engineer snowplows will open streets on Ellsworth AFB. The city of Rapid City performs snow removal at Dakota Ridge. The flight line and priority roads on base take precedence over base housing. It is your responsibility to clear assigned driveways, parking spaces, and sidewalks within 24 hours after a snowfall. It is also your responsibility to clear a path to your trashcans for the garbage contractor within 24 hours after snowfall. If a fire hydrant is located within your area, it is your responsibility to remove snow immediately. **Snow routes have been designated as "no parking at any time" between 1 November and 15 April.** These streets will be identified with a posted red and white sign. Exceptions are listed in paragraph 9.6.

1.11. Appliances/Electrical fixtures: Stoves, refrigerators, dishwashers, ceiling fans, disposals, central air conditioners, and garage door openers are serviced by the government. If you have problems, do not attempt repairs or adjustments. Problems should be called in to the maintenance contractor at 923-5808.

1.12. Privately Owned Appliances: If you desire to use your own stove or refrigerator, notify the Housing Office within 30 days of moving in. Arrangements will be made for the removal of the government stove and/or refrigerator. Non-temporary storage of your stove and/or refrigerator can be provided if it is requested within 30 days of your moving in. Appliances containing Freon must have the Freon reclaimed and must be certified CFC-free by an EPA-certified technician before disposal. If you wish to dispose of a personal appliance, you may contact the Ellsworth AFB Centralized Transfer Station, 923-1427, or the City of Rapid City Landfill, 394-4197, for information.

CHAPTER 2: OCCUPANT RESPONSIBILITIES

2.1. Family Separation: Members who no longer live with his or her dependents (or dependents no longer live with the member) are not entitled to remain in government housing. You are required to terminate housing within 30 days. The move from family housing is performed at government expense.

2.2. Leave or Extended TDY: If you will be absent from your unit, leaving it unoccupied for an extended period (over three days), you must make arrangements for security, prudent care, and periodic inspections of your unit. Please call the Housing Office at 385-2576 to make notification of your intended absence and to give the name of the person designated by you who will have access to your unit and who will perform normal occupant maintenance. Shut all windows and your garage door. During winter months, turn off the water service to your unit. For information to locate your water cutoff valve, see paragraph 2.7 below. Leave the heat on in your unit if you are going to be gone during the months of September-May. You should also notify the Law Enforcement desk, located through the west entrance of Building 4400, and complete a Form 422, Quarters Watch Register, to arrange patrol coverage.

2.3. Liability for Damage to Military Family Housing, Equipment, and Furnishings: Under Federal Law (10 U.S.C. 2775), as amended by the FY85 MILCON Authorization Act, members of the Armed Forces occupying MFH shall be held liable and accountable for loss or damage to family housing, equipment, or furnishings caused by the abuse or negligence of the member, the member's dependents, and/or the member's guests. While the amount of liability is limited to one month's basic pay in cases of simple negligence, members are liable for the full amount of damages or loss in abuse cases that constitute willful misconduct or gross negligence as determined under the guidance of Chapter 19, AFI 23-220. AFI 23-220, Reports of Survey for Air Force Property, provides guidance on how to determine responsibility and pecuniary liability. It explains in which situations the claims may be waived or limited, as in the case where damage was caused by the member's dependents or the member's guests and the member had no opportunity to prevent the damage. It establishes procedures to process reports of survey, provide direction on how to request reconsideration, and describe appellate procedures for unwaived claims. It also explains how to submit requests for remission of debts in the case of enlisted members.

2.4. Insurance: While occupying MFH, we recommend that you purchase commercial insurance to protect yourself in case of a major loss. Such insurance should specify clearly that personal liability coverage for loss or damage involving government quarters, furnishings, and equipment is included. A common policy for this coverage would likely be a renter's policy that would cover your personal property as well as personal liability for government property. You may be able to obtain liability coverage for government property without insuring your personal property, if you do not desire to insure the latter. The replacement values are based on maximum net square footage authorized by public law and is based on member's grade. The Housing Manager or Staff Judge Advocate can answer specific questions.

2.5. Damage to Quarters: Damages to your unit beyond reasonable wear and tear are your responsibility. The Housing Office can fully explain your options to repair or replace damaged items, the method of payment, or standard of trade for repairs. Repairs or replacements must meet Air Force standards.

2.6. Repair Costs: The following is a representative list of most commonly damaged or destroyed items. The list is not all-inclusive, but is intended to show typical costs. These costs **may vary** depending upon the circumstances encountered. Costs include labor and material.

Item to be repaired/replaced	Material(s)	Labor @ \$26.39	Total Cost
Replace door trim	7' pieces of trim: \$3.99	1 hour	\$30.38
Replace floor tile, 3'x5' patch	15 tiles: \$7.80 Adhesive: \$1	1 1/2 hour: \$39.59 (includes ripping up tile)	\$48.39
Replace screen mesh on typical screen	Mesh: \$1.08	1 hour	\$27.47
Repair 12"x16" hole in wall	Sheetrock/mud: \$2	1 hour	\$28.39
Replace 4 stovetop grates	4 grates: \$29.68	1 hour	\$56.07
Steel siding, 3'x5' patch	8"x12' piece of siding: \$10	2 hours: \$52.78	\$62.78
Thermopane window	Average thermopane: \$56	2 hours: \$52.78	\$108.78
Interior hollow core door	Typical door: \$29 Varnish: \$5	2 hours: \$52.78	\$86.78
Exterior door lock	Typical knob and dead bolt: \$25	1 1/2 hour: \$39.59 (includes 1/2 hour for rekeying lock for master)	\$64.59
Patio screen mesh	Mesh: \$2.52	1 hour	\$28.91

Other types of damages you would be responsible for are: damage to yard or house caused by pets, damages resulting from water beds, wallpaper removal, carpet installation, dead bolt lock installation, major gouges in wood floors, cleaning product damage to unit or appliances, major stains on carpet, and missing appliance parts. This list is not all inclusive of the types of damages or destroyed items for which you may be held responsible, but only represents some typical examples. Specific questions regarding your responsibility should be referred to the Housing Facilities Section, 385-2530.

2.7. Energy Conservation: As a MFH occupant, your assistance is needed in conserving energy. Please do everything possible to conserve energy and protect our natural resources, such as keeping your garage door shut during cold weather, calling in a work order to repair a leaking faucet, etc.

- **Water:** It is not intended that normal and reasonable use of water be restricted. However, since excessive usage results in increased costs and depletion of the source of supply, it is necessary that all waste be eliminated. Watch for and adhere to lawn watering schedules.
- **Heating:** The recommended temperature settings for winter months are as follows: day: 68 and night: 65. Shut storm windows, storm doors, and interior doors tightly during winter months. For those houses with an attached garage, ensure the door is closed when not in use. Hot water setting should not exceed 140 degrees. Conservation efforts result in large monetary and fuel savings without jeopardizing the health of any individual. Please do your part to prevent fuel waste.
- **Electricity and Cooling:** You can help to conserve energy by minimizing the use of all electrical appliances and lights, especially during the peak demand periods of 0600 to 0800 and 1700 to 2200. It is recommended you set your air conditioning temperature at a comfortable temperature, NOT the lowest setting. Do not leave outside lights on during daylight hours.

Utility Cutoffs: The following are the locations of the various utility cutoffs in your house:

- In Rushmore Heights, the water cutoff valve is on the incoming main copper water line (usually in the corner of an outside wall of the basement or cellar).
- In Dakota Ridge, the water cutoff valve is located in the unfinished portion of the basement by the water meter and near the water heater.
- In Prairie View, the water cutoff valve is located in the basement next to the water heater.
- In Centennial Estates two-bedroom units, the water cutoff is found in the laundry room, next to the water heater. In the three and four bedroom units, the water cutoff is found in the furnace closet, next to the water heater. These cutoffs are a handle (lever) type and not a twist valve.

All gas shutoffs are on the main exterior gas line coming into the unit or next to the furnace. Electric power may be shut off by pushing the "master" or "main" circuit breaker in the circuit breaker box. This box is in the basement or cellar, kitchen, furnace closet, or garage. **DO NOT CUT OFF GAS OR ELECTRICAL SERVICE EXCEPT IN DIRE EMERGENCY.** Gas valves, water valves, furnaces, and water heaters should be serviced by skilled maintenance technicians only. Service is available by calling the housing maintenance contractor at 923-5808.

2.8. Environment: Pouring engine oils, engine coolants, car grease, and other similar products into the plumbing or storm drainage system, on the ground, or in the trash is prohibited. The Base Auto Hobby Shop and the BX service station accept engine oil, antifreeze, and fuel for recycling. Do not burn leaves or refuse in housing. Failure to comply with sound environmental protection practices may result in adverse administrative action or even civil liability and criminal sanctions. The BX gas station takes car batteries for disposal – **DO NOT PUT IN DUMPSTERS.** Any appliances (termed white goods), such as refrigerators and air conditioners, must have the Freon removed by a certified technician before that appliance can be accepted for disposal at the landfill. The Ellsworth Centralized Transfer Station (923-1427) will also take appliances. All costs incurred are the responsibility of the owner. Any further questions may be addressed to the 28th Civil Engineer Environmental Flight, 385-2678.

2.9. Care of Interior: Ensure you do not damage the unit or appliances. Please note the cleaning bans and instructions listed below. Feel free to call the Housing Facilities Section at 385-2530 if you have any questions.

Item	Cleaning ban and/or instructions
Refrigerators	Please do not use a pine-oil cleaner in refrigerators. It produces a musty odor.
Stovetop grates	Clean stovetop grates with hot dishwashing detergent water and a steel wool pad. Other cleaners remove the finish from the grates.
Oven cleaner	Use oven cleaner on the inside of the oven only. Do not use oven cleaner on the exterior of your stove. Be careful not to get any on floors, porcelain surfaces, chrome, or aluminum surfaces.

Kitchen	Special attention is needed to maintain the appliances, cabinets, and walls in the kitchen. Ovens and broiler pans, as well as the top burners, should be cleaned regularly to prevent grease buildup that becomes a fire hazard. Refrigerator interiors should be cleaned regularly with a water and baking soda solution. The exterior and door gaskets should be cleaned frequently to remove food residue. Do not use sharp instruments to remove ice when defrosting and do not use gritty or harsh detergents when cleaning. Avoid putting fibrous material such as onions and celery in garbage disposals as this jams the cutting mechanism. Be sure to run cold water for 30 seconds or more after using the disposal to ensure all waste is carried away. Do not put grease in the garbage disposal as it will solidify in the pipes and cause a stoppage. Avoid placing hot utensils on countertops as this can cause permanent damage. Use only non-adhesive backed shelf paper in drawers and cupboards as the use of adhesive-backed paper could damage surfaces when removed. Walls should be cleaned periodically to prevent surface grease buildup. Clean dishwashers periodically by using one cup vinegar in the rinse cycle.
Bathrooms	Walls and caulk in the tub and shower area have a tendency to mildew and should be cleaned periodically with a product that combats mildew. Do not use abrasive cleaners on fiberglass bathtubs.
Floors	Excessive water can cause damage to any floor, especially wood. Use only wood floor cleaner and wax for wood floors and stairs. Use only quality wax removers to prevent wax buildup. Pay special attention to corners and baseboards for dirt buildup. It is recommended that floor protector pads be placed under the legs of all furniture to prevent gouging and scratching, especially on wood floors. Do not use acrylic wax on tile floors. See Attachment 3 for the recommended care of vinyl flooring.
Carpets	You are permitted to install carpeting at your own expense if you live in a house that does not come with carpet. Carpet is NOT to be nailed in place. Suggest the use of double-backed carpet tape. Baby oil dissolves carpet tape residue after the carpet is removed and the floor is being cleaned. Air Force-installed carpet requires special treatment. A list of remedies to remove particular stains is available in Attachment 2. Pet owners residing in a unit with Air Force-owned carpet are expected to professionally clean the carpets prior to departure.
Walls	Use mild soap and warm water to keep your walls clean. Do not apply adhesive-backed materials or decals to walls as these cause damage upon removal. To hang pictures, use nails or building-type hangers only. Make sure there are doorstops for all doors to prevent damage to the walls. Doorstops are available through the self-help program. Do not put nail holes in doors.
Insect and Rodent Control	You are responsible for control of minor insect and rodent problems. Use products available at hardware stores following the instructions on the container or package. Fly swatters, roach motels, and mousetraps are available through the self-help program. You may also call Entomology at 385-2521 for assistance.
Heating systems	The gas-fired heating units in MFH are equipped with an electronic lighting system that eliminates the use of a pilot light. All furnaces are equipped with an air filter that removes dust, dirt, and lint from the air. These units are serviced by the maintenance contractor annually. During the operational period (including summer for central air conditioning units), check the furnace filter monthly and replace or clean as needed. Adjust ONLY the temperature control when operating these systems. If you suspect a problem, contact the maintenance contractor so the system can be evaluated/repaired. Remember to leave the heat on in your unit if you are going to be on TDY or on leave during the months of September through May.
Basements	Basements in all areas (except Centennial Estates and finished areas in Dakota Ridge) are to be used as storage areas. Basements will not be used as bedrooms. Any combustible materials must be kept 2 feet from furnaces and hot water heaters in basements and laundry rooms. Do not hang clothing, etc. from gas or water pipes.
Light bulbs	Use 60-watt bulbs or less in the fixtures in your unit. If you have a multi-light chandelier or light kit on your ceiling fan, use only 40-watt bulbs in those fixtures.

2.10. Care of Exterior:

Item	Instructions
Steel and Vinyl Siding and Stucco Exterior:	Do not drill in the exterior. Do not attach anything or get paint on the exterior. Clean siding/stucco with non-abrasive cleaning supplies. See Attachment 1 for care instructions
Outside Faucets	All houses are equipped with outside faucets. IT IS YOUR RESPONSIBILITY TO DISCONNECT ALL HOSES FROM OUTSIDE FAUCETS WHENEVER THERE IS A CHANCE OF FREEZING TEMPERATURES!! Freeze-ups can and will occur if you do not disconnect your hose. If your pipes burst due to your negligence, you may be held financially responsible.
Garage Doors	You are required to keep your overhead garage door closed when not in use. This will prevent water line freeze-ups in the winter, vandalism, improve the appearance of the neighborhood, and limit rodent access to your unit. Also, tighten nuts and bolts on the garage door periodically.

2.11. **Grounds Care:** Your assigned area is midway between adjoining units or to the street up to 100 feet from your unit. This includes all housing areas. You must mow and clean behind and beside your garage and parking space. Centennial Estates and Prairie View Estates residents are responsible for mowing the area 4 feet beyond their backyard fence. The base is responsible for common areas (playgrounds, etc.).

- **Flower Beds:** You may plant flowers or individual vegetable plants ONLY in established flower beds except in Dakota Ridge and Prairie View where flowers can be planted ONLY in containers. Keep your flowerbeds neat and clear of weeds and debris. Do not dig up established lawns for flowers or vegetables. If you have trouble with damp basement walls or water leakage into the basement, it may be caused from saturating the ground next to the foundation. Consider regrassing flowerbeds that are next to your unit. Ensure dirt slopes AWAY from your unit. Re-grass or sod bare areas next to the foundation. Make sure your hose fits the outside faucet securely. This can prevent water leakage into the basement.
- **Inspections:** Each occupant is expected to maintain a neat appearing lawn. We issue discrepancy notices to occupants not meeting appearance standards. Three discrepancy notices could mean a directed move off-base. The base will periodically inspect the appearance of all MFH areas. Inspections are based on the standards listed below.

Item	Standard
Mow grass	This should be accomplished as necessary to maintain a neat appearance. Grass should not exceed 4 inches in height. Mow grass adjacent to your parking area and garage.
Edge grass from sidewalks	Edge sidewalks, driveways, and roadways to maintain a neat appearance. DO NOT DIG TRENCHES when you edge.
Clean grass from cracks	All grass should be removed from cracks in sidewalks, driveways, parking spaces, doorsteps, and street gutters.
Clean weeds from fences	All weeds and climbing noxious vines should be removed from fences.
Trim grass from foundations	Trim grass around foundations, doorsteps, garbage can enclosures, fences, and outbuildings.
Trim bushes	Trim bushes as necessary for neat appearance.
Carports and back porches	Carports and back porches must be neatly maintained. While storage is limited, these areas must not be cluttered or unattractive.
Remove debris	The lawn must be free of debris (cans, paper, candy wrappers, etc.). Items such as tires, plywood, etc., must be removed and stored.
Vehicle repairs	Major repair of vehicles is not authorized in your garage, carport, driveway, or parking space. Do this work at the Auto Hobby Shop. Vehicles that are dripping excessive fluids on the driveway or roadway must be removed from the housing area. Unregistered vehicles may not be in driveways or on streets.
Snow and ice removal	Remove snow and ice from sidewalks and driveways within 24 hours after snowfall stops.

2.12. **Yard of the Month:** Many MFH residents enjoy taking special pride in maintaining their quarters and the Air Force likes to recognize these special efforts. As part of our community inspection program from May to September, a Yard of the Month winner is selected from each housing area. Base-wide recognition is given to the winners. BE ONE OF THE COMPETITORS.

CHAPTER 3: FIRE PROTECTION

The Fire Department is responsible for instructing you on the procedures to follow in case of a fire. The head of your household, in turn, should instruct all members of the family in fire prevention. Any questions on fire prevention should be directed to the Base Fire Department, 385-1113.

3.1. Instructions on Prevention: You are briefed on fire prevention through a videotape seen at the Housing Office when you accept the keys for your unit.

3.2. Smoke Detectors: Inspection of the smoke detector will be performed at the initial inspection of your unit. You are required to perform an operational test of the detector periodically, preferably once a month. Under NO circumstances should you disconnect your smoke detector.

3.3. Fire Reporting: IF A FIRE OCCURS IN YOUR HOME, NOTIFY THE FIRE DEPARTMENT BY CALLING "9-1-1" IMMEDIATELY. GIVE THE FIRE ALARM OPERATOR YOUR NAME AND ADDRESS. DO NOT HANG UP UNTIL YOU ARE SURE ALL THE INFORMATION HAS BEEN RECEIVED CORRECTLY. REPORT ALL FIRES REGARDLESS OF SIZE.

3.4. Storage of Gasoline: Storage of gasoline or other flammable liquids is limited to 3 gallons. Flammables should never be stored in the home. Outside storage areas should be childproof. Absolutely no combustible materials will be stored within 2 feet of the hot water heater and furnace.

3.5. Barbecue Grills: Barbecue grills should be lit and supervised by adults only. Grills should be kept away from siding, overhangs, deck rails, and porches. At Dakota Ridge, there is a real danger of grills melting the vinyl siding of houses when they are placed too close. Do not light grills in garages or unventilated areas. Do not place ashes in combustible containers (i.e., cardboard boxes, etc.). Place ashes in a metal container and store away from combustible material, i.e., decks and trash.

3.6. Clothes Dryer: Check and clean the clothes dryer lint trap after every load of clothes. NEVER place plastic articles in the dryer.

3.7. Cooking Appliances: Never leave the stove unattended when in use, especially when cooking with grease or anything that produces its own grease. Should a grease fire occur, cover the burning pan with a lid, turn off the appliance, and call the Fire Department. **NEVER USE WATER! DO NOT ATTEMPT TO MOVE THE PAN!** The kitchen exhaust fan filter should be cleaned often to prevent grease buildup.

3.8. Fire Evacuation Plan: A home fire evacuation plan should be made with primary and alternate routes of escape in the event of a fire. Establishing and practicing your escape plan as a family activity can save the lives of your loved ones. The Fire Department should be made aware of handicapped family members.

3.9. Housekeeping: Keep trash from accumulating in closets, storage areas, near furnaces, and hot water heaters. Do not let ashtrays overflow. Do not allow grease to build up on stove.

3.10. Power Equipment: Lawn mowers and edgers should not be refueled while the motor is running. Equipment should have sufficient time to cool before refueling.

CHAPTER 4: SECURITY

The 28th Bomb Wing Commander is responsible for the control and safeguard of all base property. The Security Forces accomplishes routine patrolling of the housing area on a daily basis. When notified, the Security Forces will conduct preliminary inquiries or investigate incidents. All inquiries concerning law enforcement should be directed to Security Forces, 385-4001.

4.1. Parking: On-base parking of privately owned vehicles will be in driveways or authorized parking areas only. Additional vehicles (including those of your guests) must be parked in unassigned available space. Be reasonable and considerate and talk to your neighbor when problems or misunderstandings occur.

Do not park automobiles, motorcycles, utility trailers, campers, or boats:

- Next to yellow curbs or next to curb on Scott Drive.
- On the side of the street where fire hydrants are located. Park on the opposite side of the street from the fire hydrants and park with the flow of traffic.
- On grass or dirt areas, especially communal grounds in housing.

Recreational Vehicle (RV) Parking: RV's include, but are not limited to boats, trailers, camper tops, pick up toppers, all-terrain vehicles, and snow mobiles.

Base residents may only store RV's in a fully enclosed garage with the door shut so they are not visible from the street. Placing an RV in an enclosed garage must not compel the resident to park vehicles in the street that would otherwise remain in the driveway. RVs may not be placed in carports.

If these conditions cannot be met, RV storage is available through the 28th Services Squadron's Outdoor Recreation RV storage program (605) 385-2997 (DSN: 675-2997) or fax # 385-2998 (DSN: 675-2998).

RVs may be present in Military Family Housing for up to 24 hours, **ONLY** for pre-use loading and post-use unloading. However no vehicles may be parked on the street during snow removal operations.

Dakota Ridge residents must follow RV procedures established by Rapid City ordinance that permits boats and other recreational vehicles on the street or driveway for no more than 72 hours.

Empty driveways and carports are not to be used to park or store unserviceable vehicles or RVs.

In **Dakota Ridge**, you may park on the side of the street that is opposite of the sidewalk.

In **Centennial Estates**, please adhere to the following:

- Vehicle parking in Military Family Housing is only authorized on the non-hydrant side of the street. Exceptions: Residents on Sitting Bull are required to park on the even numbered side (outside) of the street. In addition, moving vans engaged in household goods pickup or delivery can park on either side. (Reference: paragraph A3.10.10.1 of EAFB Supplement 1 to AFI 31-204, dated Nov 02)
- Vehicle parking is not permitted in front or within 15 feet of the Postal Service cluster mailboxes where parking is allowed on that side of the street.

4.2. **Winter Parking Rules:**

- Do not park on any designated snow route (identified by signs) from 1 November to 15 April when snow has been forecast.
- All vehicles must be removed from housing streets when snow is forecast or a winter weather advisory is passed via television/radio or duty channels.
- If snow or winter weather is forecast for late evening or early morning, move your vehicles **before** going to bed.
- If snow removal vehicles encounter vehicles parked on housing streets during operations, these vehicles will be **ticketed and towed at owner's expense**.

4.3. **Disabled or Unregistered Vehicles:** Disabled or unregistered vehicles are not permitted in housing areas.

4.4. **Repair Work:** Major repair work on your vehicle, boat, camper, etc., is not authorized in housing areas. The Auto Hobby Shop or some other location of your choice should be used for this. This not only maintains the desired appearance in the housing area, but also shows consideration for your neighbors. **In addition, vehicles that are dripping excessive fluids on the driveway or roadway must be removed from the housing area.**

4.5. **Visitor Reception:** Visitors entering the base in a privately owned vehicle (POV) must report to the Visitor Control Center. They must show their registration and insurance cards. Security Police procedures require that visitors be vouched on base. If you vouch someone on base, you must vouch them on in person at the Visitor Control Center, not over the phone. Call the Visitor Control Center, 385-2894, for more information.

4.6. **Firearms and Fireworks:** For information on firearms in family housing, contact Security Police, 385-4001. Fireworks are not allowed in housing. Base housing residents may not store firearms for dorm residents or for those who are required to use the base armory.

4.7. **Crime Stop:** Call 385-1100 for fast response to report a crime in progress.

CHAPTER 5: GOOD NEIGHBORS

Military Family Housing and close neighbors are synonymous. Full support and cooperation in the following areas are necessary:

5.1. **Noise Control:** Excessive noise (such as those listed below) is the primary complaint received by the Housing Office. Many Air Force personnel work shifts and are sleeping during the day. Please be considerate. **Noise complaints should be reported to 385-4001.**

- **Parties:** Many complaints can be avoided by informing your neighbors prior to having a party. Close the party down at a reasonable hour.
- **Stereos and Television:** Don't assume your neighbors enjoy the same type of music or television programs you do. Please keep the volume at a reasonable level.

5.2. **Control of Children:** Do you know where your children are?

- **Supervision:** Your children should be closely supervised at all times. Children under 10 years of age must never be left alone. Children should not be left in the care of other minor children under the age of 13. The total number of children left in the care of another minor child should generally not exceed three. Parents are:

- legally responsible for their children's actions
- responsible for any damages incurred by their children
- to ensure their children respect the rights of others
- are to ensure their children do not cause disturbances.
- **Juvenile Corrections Board:** Parents, guardians, or sponsors have the primary responsibility for the conduct of their children and for ensuring compliance with all applicable laws and instructions. Failure to do so can result in adverse administrative action against the juvenile, the parent(s) or guardian(s), or both. The Juvenile Corrections Board (JCB) was created to review and dispose of juvenile misconduct. Any instance of juvenile misconduct can be brought before the JCB. Only those cases reflecting antisocial behavior, serious incidents warranting a command interest, and repeat offenders need to be considered by the JCB. Every action taken by the JCB is designed to rehabilitate the offender and maintain good order and discipline on Ellsworth AFB. The sponsor's participation in this program is essential. Due to the inability of the installation commander to correct problems caused by the juveniles of nonparticipating sponsors, failure to participate in the program may result in termination of government quarters.
- **Playgrounds:** Your neighbors' yards and the streets should not be used as your child's playground. There are playgrounds available throughout the housing areas.

5.3. Visitors in Housing: Occupants of military family housing are allowed to have social visitors stay with them for a maximum of 30 days. Military members living in the local commuting area are only authorized to stay as guests in family housing for a maximum of 2 days. The Housing Office must approve all extensions beyond these timeframes.

5.4. Pet Control: You must be responsible!

- **Pet Registration:** All pets must be registered and licensed at the Veterinary Treatment Facility, (605) 385-1589 (DSN: 675-1589), within 10 days of arrival or acquisition of the animal. Registration must be performed annually thereafter (aquarium fish, small caged rodents, small caged amphibians and reptiles, and caged birds are exempt from registration) by providing proof of current vaccination. All dogs and cats registered after 1 January 2000 will receive or must have a permanent microchip electronic identification implant. Occupants from Dakota Ridge must also register their pets with the Humane Society of the Black Hills, 1820 E. St Patrick Street, Rapid City. For your pet to be registered/licensed, you must provide proof of current vaccinations. For more information, contact them at (605) 394-4170 or humane@blackhills.net.
- **Housing occupants are authorized a total of two pets (canine and feline).** You can have birds, aquatic animals (i.e., non-poisonous fish and frogs, crabs, snails, turtles, etc.) and small domesticated rodents (i.e., hamsters, gerbils, guinea pigs, white mice, etc.). Requests to house unusual pets (such as iguanas, snakes, rabbits, raccoons, exotic poultry, skunks, pot-bellied pigs, etc.) will be forwarded to the Housing Manager for approval/disapproval.
- **When outside your home, pets must be under the direct supervision of an individual capable of controlling them.** Dogs and cats may roam unsupervised only within a fenced enclosure as long as the fence is adequate to prevent the animal from escaping or attacking people or other animals outside the fence. **Unattended pets may NOT be left on a chain or leash outside of a fenced area.**
- **To prevent and control vermin infestation, you must ensure cleanliness of your pet's area. FECES MUST BE PICKED UP DAILY.** Pet areas must be maintained in a grassed condition at all times during your occupancy.
- **When taking your pets for a walk, be sure to carry a bag with you.** If your pet defecates, pick it up and take it with you to dispose of properly. Do NOT leave it in someone's yard, on the sidewalk, or in the commons area. BE RESPONSIBLE!
- **Ellsworth family housing has seen a steady increase in violations involving family pets.** Pet bites and damage to government property are the biggest problems. Complaints of pets running free and barking dogs are increasing. Three violations of the pet policy now warrant the removal of the pet(s) from Housing. Examples of violations are: unsanitary areas, nuisance or disturbances, lack of proper care, running loose, and damage to lawn or buildings. Flagrant damage to government quarters, filth, noise, or vicious pets will not be tolerated. Pets must not present a nuisance or endangerment. Complaints concerning loose or nuisance animals should be reported to **Security Police** at 385-4001.
- **Pet Violations/Stray Pets:** Ellsworth AFB is under contract with the Rapid City Humane Society for the purpose of picking up and boarding stray pets (they will respond only to a request from Security Police). Pet owners will be required to reimburse the Humane Society \$62 when they claim their animal. This fee will increase for subsequent offenses, and a higher fee is charged if the animal control officer is called out for emergencies after normal duty hours. Current base regulations stipulate that an animal may be ordered removed from the installation after two pet control violations.

CHAPTER 6: POTPOURRI

6.1. Lawn/Garage/Carport Sales:

Procedure for advertising garage/rummage sales	Occupants desiring to have a sale will be issued two portable signs by the Housing Office two days prior to the sale. One sign will be placed in the occupant's yard, the other at the nearest primary corner designated for the housing area in which the occupant lives. Each sign will identify the place of the sale, date and time. Occupants will be responsible for the removal and the return of the signs to the Housing Office the first working day following the sale.
Designated primary corners for specific housing areas	Rushmore Heights: Corner of LeMay and Washington Centennial Estates: Corner of Scott and Centennial Black Hills Estates/Eagle Ridge: Corner of Scott and Centennial Dakota Ridge: Corner of Minnesota and Prairie View Prairie View Estates: Corner of George and Schriever
Occupants identified using other than signs issued by the Housing Office will be issued notification in writing of the violation and what the correct procedure is for advertisement.	

6.2. Basements in MFH: Ellsworth AFB has a high water table and inadequate drainage in some areas which could cause sewer backup. Consequently, if you are assigned a house with a basement, there is a possibility of water leaking or backing up into your basement. With the exception of Dakota Ridge and Centennial Estates, basements have been designed and built as a storage area. If you should elect to use the basement as a living space, be aware of possible water/sewage damage. Protect your personal property by keeping items off the floor or using pallets or blocks. Basements will not be used as a bedroom.

6.3. Business Enterprises: Some businesses for profit may be conducted from your MFH unit. Any such enterprises **MUST** be requested in writing to the Family Housing Manager. The request will be reviewed and you will be notified in writing if approved or disapproved based on established guidelines.

6.4. Solicitation in MFH: Solicitation, fund raising, scout activities, school sales, etc., require prior approval from the 28th Mission Support Group Commander.

6.5. Wading Pools: Only aboveground wading pools are authorized. Due to the potential of small children drowning in unattended pools, the maximum size is 10 feet in diameter, 1 foot deep, and should be emptied when not in use. Lawns will be restored to original condition when the pool is removed. It is suggested you contact the Base Legal Office regarding liabilities before installing a pool.

6.6. Telephone Installation: Only professionally installed telephone wiring is allowed in MFH. In August 1984, Congress authorized the use of government funds for the repair of telephone wiring within residences owned or leased by the US Government. This wiring, which is commonly referred to as gray wire, extends from the service entrance of the facility to, and including, the telephone jack(s). This does not include the instrument. The South Dakota Public Utilities Commission has approved an "inside wiring maintenance charge" for local carriers. Since the house wiring is the responsibility of the Air Force, occupants of MFH should **NOT** pay a monthly maintenance fee for this service. As a housing occupant, you may have this charge deleted from your monthly bill by contacting the local carrier. Should you encounter telephone problems and the cause of the problem is within the house wire, you may process the bill through the Housing Office for verification and/or reimbursement. However, if a trouble call reveals the problem to be within the instrument, you will receive a service call charge and you will be responsible. For further information, please call the Housing Office, 385-2576.

6.7. Babysitting in MFH: Individuals who provide childcare in their base quarters on a regular basis (usually 3 to 10 hours a day) are required to obtain authorization to perform these services. Requests for authorization and any inquiries should be directed to the Home Day Care Coordinator of the McRaven Child Care Center at 385-4270. Childcare providers must comply with appropriate regulations.

6.8. Mail Delivery: Mail delivery in Centennial Estates, Rushmore Heights, Prairie View Estates and Dakota Ridge is to the curbside mail receptacles. Your mailbox key can be obtained from the Housing Office (for Centennial Estates, Rushmore Heights and Prairie View Estates) or Rapid City (for Dakota Ridge).

6.9. Curing of Wild Game: The following rules have been established for the curing of wild game:

- Carcasses may be cured for no longer than 3 days.
- The entire carcass must be covered, i.e., draped in a sheet or blanket.
- Nails or hooks may not be installed in carports, decks, trees, or garages for support.
- The carcass must be at least 3 feet off the ground.
- Discretion must be used when temperatures exceed 45 degrees.

- Dispose of unused portions of game in a tightly closed, sturdy bag for refuse pickup.
- Violations are to be addressed to the Housing Office, 385-2576.

CHAPTER 7: SELF-HELP WORK

We authorize self-help work in Military Family Housing if proposed work is relatively simple and is primarily for your benefit. Normally, a self-help project is to improve living conditions. Self-help work must not generate additional maintenance or repair costs for the government.

- 7.1. **Requesting Self-Help Work: DO NOT DO SELF-HELP WORK OR PROCURE MATERIALS WITHOUT RECEIVING PRIOR APPROVAL AND KNOWING THE STANDARD.** A Base Civil Engineer Work Request (AF Form 332) must be accomplished and submitted to the Housing Office for approval prior to the installation of self-help or personal projects in Military Family Housing. However, a work order is not required for small projects inside the home (such as wallpaper, painting, carpeting, etc.). For further information on self-help projects, please contact the Housing Office, 385-2573. Examples of self-help work that require an AF Form 332 are:

Exterior Improvements	Antennas and satellite dishes Sheds (allowed in some locations in Centennial Estates; not allowed in Dakota Ridge) Carport enclosure (Black Hills Estates only) Basketball goal (must be on a separate pole, not mounted on unit) Fence (chain link only) Planting trees and shrubs (hedges not allowed) Decks (not in Centennial Estates or Dakota Ridge)
Interior Improvements	Electrical alterations (must be performed by journeyman electrician) Plumbing alterations (must be performed by journeyman plumber) Window air conditioner installation (if electrical outlet or window frame has to be modified) Basement partition walls and ceilings (suspended ceilings only)

Special requirements for Dakota Ridge improvements:

- Sheetrock basement storage area (no taping or texturing)
- Deck railing/steps (on existing deck)

Note: Basement ceilings (including suspended ceilings) are not allowed in Dakota Ridge.

7.2. **Standards and Specifications:** The standards for authorized self-help work in Military Family Housing are available at the Housing Office. Some projects require periodic inspections while work is in progress; these inspections can be scheduled by contacting the Housing Office, 385-2573. Certain categories of work (such as electrical wiring and plumbing) must be done by a licensed journeyman. Please ask your housing representative for specific details.

7.3. **Disposition of Improvements:** Personal preference items inside the house (such as wallpaper, carpeting, stenciling, etc.) and the personal items outside the home (such as sheds, basketball goals, window air conditioners and chain link fences) must be removed and the unit restored to its original condition prior to termination of quarters. However, the incoming occupant can retain all of these personal items by signing a retention letter provided by the Housing Office. Government-owned items (such as window air conditioners, sheds, basement partitions, carport enclosures, and chain link fencing) are to remain with the unit. Personal chain link fences that meet current standards (we no longer accept fences across driveways/carports or fences over four feet tall) and are in good condition can be donated to the government.

CHAPTER 8: TERMINATION OF MILITARY FAMILY HOUSING

8.1. **Giving Notice:** You must make every effort to give the Housing Office 45 days notice (short notice PCS excepted) prior to vacating your unit. Your notice begins the day you set up your final inspection. At the time you notify Housing, pre-termination and final inspections will be scheduled. The Housing Office can assist you in completing an advanced housing application to place your name on the housing list at your next base.

8.2. **Pre-termination Inspection:** This inspection is intended to assist you in preparing for your final inspection and includes a review of inspection procedures designed to answer any of your questions. The housing representative will also identify normal maintenance to be accomplished and damages beyond fair wear and tear. The housing representative will give you a cleaning checklist, discuss your individual cleaning needs, and brief you on preparation of the outside areas. Also, they will identify any scheduled repair and/or maintenance that is to take place.

- If you are unable to attend the final inspection, notify the Housing Office in advance. Necessary Power of Attorney forms (that call for information on your contract cleaner) and guidance will be provided. The contract cleaner **CANNOT** be the Power of Attorney. **THE RESPONSIBILITY FOR FINAL CLEARANCE OF YOUR UNIT RESTS SOLELY WITH YOU!**

8.3. **Final Inspection:** You are required to have a final inspection and prepare the unit to the standards that are identified at the pretermination inspection. These requirements are minimal if you have taken care of your unit during occupancy. The final inspection ensures that the standards of cleanliness are met, additional maintenance is identified, damages are taken care of, and the lawn is prepared to standard. If you fail your final inspection, you must contact the Housing Office, 385-2576, to schedule a recheck for that day or the next working day.

CHAPTER 9: SPECIAL CLIMATIC CONDITIONS

Severe thunderstorms and tornadoes do occur in western South Dakota in addition to winter storms. The following will guide you in what to watch for and how to protect yourself and your family.

9.1. **Tornadoes:** A tornado is a violent, twisting windstorm. Tornadoes appear in the form of a narrow funnel cloud that extends downward from a heavy black cloud. The funnel dances and skips across the earth. The tornado is usually preceded by rain, frequently mixed with hail. As the funnel approaches, a loud roaring, rushing noise can be heard similar to the noise of many aircraft engines. **OBSERVE WEATHER CONDITIONS.** Clouds that are usually rolling fast in a dark gray mass can be the first sign of a tornado. Even though there are media agencies to inform the public of tornadoes, we all need to watch weather conditions. We must be prepared for that unforeseen tornado that arrives suddenly without warning. The Weather Service or other media do not always sight tornadoes in time. Therefore, your observation of weather conditions is very important to you and your family.

9.2. **Tornado Watch:** When local weather conditions indicate the **POSSIBILITY** of a tornado developing, a "tornado watch" is in effect. You should listen to your radio or television for current information. During severe weather or a watch, remove or secure lawn furniture, children's toys, or other objects in your yard that can become lethal missiles during severe weather conditions.

9.3. **Tornado Warning:** When a tornado has been **SIGHTED**, a "tornado warning" is in effect. A steady, 3 to 5 minute siren tone indicates a tornado warning has been issued or a tornado has been sighted. Security Forces may announce the warning in the housing area over a vehicle public address system. **TAKE COVER IMMEDIATELY.** Stay tuned to radio and/or television.

9.4. **Protection Plan:** Prepare yourself for severe weather or a possible tornado. If you sight a tornado or the sirens are sounded, take cover immediately. Listen to the television or radio for the watch or warning termination. Teach all family members the following procedures:

At HOME	Go to the center of the building or to the bottom floor if there is no basement. Take cover in a hallway, under an archway or under a table, desk, or sturdy object. If there is a basement, use it. Move to the outside load-bearing wall and again take cover under a sturdy object. Stay away from windows and doors
IN A CAR	Park your vehicle, go to a nearby building or a nearby ditch or gully and lie down, covering your head with your arms.
IN A PUBLIC PLACE (mall or downtown area):	Move away from glass. Go to archways or small adjacent hallways that will provide protection from falling ceiling or from collapsing walls.

9.5. **Winter Storms:** Blizzards and other winter storms are a fact of life in South Dakota. Be prepared for them. Unlike other natural disasters, winter storms can usually be predicted hours in advance. Some of the elements of winter storms are: cold air, heavy snowfall, strong winds, and freezing rains. These elements will reduce visibility, make roads slippery, and cause severe wind chill factors. The first thing to remember is to stay indoors unless you absolutely must go out. Be prepared for isolation by having plenty of food and water on hand, especially the kind that doesn't have to be cooked or prepared since winter storms often cause power outages. Also have on hand radios, flashlights, and batteries. If you must go outside, wear warm, loose fitting clothing in several

layers. Be sure to not over-exert yourself. If you're traveling in a car, make sure it is in good condition and is equipped with blankets, flares, sand, shovel, and windshield scraper. **STAY IN YOUR CAR!** Your car is a very good survival vehicle. Turn on the dome light and be sure snow does not block the exhaust of the car. These few precautions will help you "weather" any blizzard.

9.6. **Snow Removal:** There will be no parking on any designated housing snow route (identified by sign) during the period from 1 November to 15 April. The only exception to this policy will be for social functions (birthday party, retirement party, etc.) when off driveway parking is required. There are a number of reasons for this policy. First, it grants access by emergency vehicles. Second, it is extremely hazardous when larger snow removal equipment is brought into the housing areas. In the past, vehicles have been damaged due to lack of clearance or because the vehicle was simply not visible due to the depth of snow or location. Finally, plowing around vehicles can create other problems such as lack of clearance for two-way traffic or impede the effectiveness of sanding operations. Occupants who park on housing streets during this period will be ticketed or the vehicle will be towed at the owner's expense. If you plan to be TDY or go on leave during the winter season (October through April), please ensure your vehicles are off the street prior to leaving. Remove vehicles from all streets when a winter weather warning is broadcast by local TV/radio stations or passed via duty channels. If snow is forecast at night, move your vehicles before going to bed.

Ellsworth AFB Family Housing Brochure

Atch #1 - Care and Maintenance of Steel and Vinyl Siding

1. Under normal conditions steel and vinyl siding will require nothing more than periodic hosing with clear water to remove loose soil. This is particularly important in areas that are not readily accessible to sun and rain.
2. The finish on the steel and vinyl siding is formulated to be self-cleaning. When exposed to the weather, the surface will oxidize at a controlled rate to shed most any surface soil deposited. This chalk film will also serve to retard dirt collection and erosion on the surface that can shorten the service life of the siding. In shaded areas or if the building is located in a high soil collection area, periodic washing may be necessary to prevent buildup of dirt that can become imbedded into the finish. Use an all-purpose household cleaner and follow label directions, using a soft rag or sponge. Do not rub vigorously, this may create glossy areas over the satin finish. Soft bristle brushes equipped with long extension handles may be used to reach some of the higher areas.
3. As in any wall cleaning operation, less streaking will result if the siding is washed from bottom to top. It is important that immediately following all washing operations, the entire surface be rinsed with fresh water from a garden hose.
4. For best results, select an overcast cool day (ideal temperature 55-75°F.) and wash only small (6x6 ft.) areas at a time. This should allow the wet cleaning solution to remain in contact with the finish for a period of not less than 3 minutes; then rinse with clear water before siding has a chance to dry. Avoid washing siding in direct sunlight as the cleaning solution will tend to dry rapidly, inhibiting cleaning action and making residue difficult to rinse off.
5. **Stubborn Stains:** If stubborn stains are encountered, try using your household cleaner full strength but remove it thoroughly by rinsing with fresh water. Heavy soil deposits may not be removable in one application and may require repeated cleaning over some length of time. **CAUTION: DO NOT USE CLEANSERS CONTAINING ABRASIVE PARTICLES, SOLVENT, OR AMMONIATED TYPE CLEANER OR PAINT REMOVER FOR CLEANING YOUR SIDING. THESE MATERIALS MAY SOFTEN OR ACTUALLY REMOVE SIDING FINISH.**
6. **Proper Care:** Do not put holes in the siding by drilling or nailing. Do not get paint on the siding. Do not allow dogs to jump on the siding.

Ellsworth AFB Family Housing Brochure

Atch #2 - Care and Cleaning Tips for Carpet (Page 1 of 2)

1. Most food and beverage spills can be completely removed by following the proper spot-cleaning procedures. These procedures are simple and allow you to make up cleaning solutions using products that are normally available right in the home. **DO NOT USE BLEACH IN ANY SOLUTION!!**

a. **Detergent Solution:** Dissolve 1 teaspoon non-bleaching dry powder laundry detergent to a cup of warm water. Apply detergent solution sparingly, agitating the stained area gently with the fingertips. Blot to remove substance and rinse thoroughly with clear water to remove detergent residue. Blot dry. Often this solution will remove many stains without further cleaning. If the stain is still visible, continue with solutions b. and c. For acid toilet bowl cleaner stains, use only solution a. Follow any cleaning with a thorough clear water rinse, blot dry.

b. **Ammonia Solution:** Mix 1-teaspoon non-bleaching, household ammonia to a cup of warm water. **WARNING: NEVER MIX AMMONIA WITH CHLORINE BLEACH.** Always follow manufacturer's warnings on mixing ammonia with household chemicals. Follow the above solution's procedure with the ammonia solution. Again, blot the stained area to remove the substance. Rinse thoroughly with clear water. Blot dry.

c. **Vinegar Solution:** Mix equal parts of white vinegar and water. Apply this solution to the entire area that has been cleaned. Blot to remove the cleaning solution. Rinse thoroughly with clear water, blot dry.

d. **Alcohol:** Rubbing or denatured, use as is. Apply only enough alcohol to dampen the stain. Blot dry. Repeat as long as the stain continues to transfer.

e. **Dry Cleaning Fluid:** Use any common brand available at hardware or discount stores. Follow manufacturer's precautions and directions for use. Apply only enough cleaning fluid to dampen the stain. Blot dry. Reapply as long as the stain continues to transfer.

2. **Stain Removal Procedures:** Depending on the spill, first absorb liquid spills by blotting with a white absorbent cloth or paper towel. Scrape lightly to loosen hard or crusty type stain. Scoop up soft substances with a dull edge spoon. Vacuum any loose particles that can be readily removed.

a. Use solutions 1.a. through e. for these stains: acid toilet bowl cleaner, apple juice/sauce, beer, blood, butter, candy, caramel syrup, catsup, chocolate milk/syrup, clay, cola, cough syrup, cranberry juice, dirt, gelatin, grape juice, gravy, ice cream, jelly, medicines, mouthwash, orange juice/soda, latex paint, pet feces, plant food, rust, soil, soot, soft drinks, syrup, tomato juice, vomit, water colors, whiskey, and wine.

b. Use solution 1.e. for these stains: acne medication, asphalt, barbecue sauce, chocolate, cheese spread, cooking oil, crayon, felt tip marker, furniture dye, grease, hand cream, ink, insecticides, iodine, lipstick, margarine, mascara, mayonnaise, oil, nail polish, ointment, oil paint, rouge, salad dressing/oil, shoe polish, soup, spaghetti sauce, steak sauce, taco sauce, and tar. If the stain is still visible, apply detergent solution sparingly, agitating the stained area gently with the fingertips. Blot to remove substance, rinse thoroughly with clear water to remove detergent residue. Blot dry.

c. Use solutions 1.a. and b. for these stains: alkaline drain cleaner, bleaches, coffee, hair dye, mustard, pet urine, and tea.

3. Helpful Hints:

- Stains of unknown composition should first be treated with water, followed by dry cleaning fluid.
- Slight yellow discoloration of unknown origin can often be removed with white vinegar and water mixed in equal parts and applied to the area.
- Cleaning solutions or liquids should be tested in an inconspicuous area of the carpet to determine that no discoloration will result from their use.
- Apply cleaning agent to the stain by dampening a white absorbent cloth or paper towel and blotting the stained area. Do not apply cleaning agents directly to the carpet.

- Always lightly agitate or blot the area being cleaned. Never rub, scrub, or use a brush on the area being cleaned.
- Work from the outside to the center of stain to prevent spread of the stain or formation of a ring. Do not rush the job, as many stains require time to respond and may even call for repeat cleanings.
- Often a concentrated or deep spill will appear to have been removed with one cleaning but will recur days later. This is referred to as "wicking". Repeat the used cleaning procedure until the stain no longer comes back.
- Absorbent towels weighted with a heavy colorfast object placed over the cleaned area will help to absorb moisture and remove the remaining stain as it "wicks" to the surface.
- Always allow cleaned area to dry before using. Groom the cleaned area by hand brushing or vacuuming to restore the pile's original appearance.

Remember, immediate attention aids in ease of removal and results in the best chance of complete removal.

Ellsworth AFB Family Housing Brochure

Atch #3 - Care and Cleaning Tips for Linoleum (Page 1 of 2)

1. Linoleum floors start out bright and will stay that way provided you give it the attention it deserves. Please remember that while linoleum floors are easy to maintain without waxing, this does not preclude a maintenance program. The degree and frequency of maintenance required to keep your floor looking its best will vary for each individual home depending upon the activity in the room. The following maintenance program (adapted to your particular need) is recommended:

- Remove dust and grit particles daily by dusting or vacuuming. Dirt and grit, when walked on, is extremely abrasive and can cause the floor to lose its shine.
- When your floor receives hard use or becomes soiled, wet cleaning is necessary. A mild cleaning solution is recommended. A sponge mop with attachment that will squeeze out water is recommended to clean the floor. Always use clean equipment (mop, bucket) and fresh, clear water.
- Do not use cleaners containing abrasives or solvents as their use can dull your floor.
- Never use undiluted chlorine bleach on your floor or allow diluted solutions to remain for long periods on the floor.
- Never use single-step cleaner/polish combinations on your floor.
- In time, a reduction in gloss will occur in areas of heavier use. A quality floor finish may be used, as needed, to restore these areas to a higher gloss. Follow label instructions for application of the floor finish. When applying floor finish, do not pour straight from the bottle onto the floor. Dip a clean sponge mop or applicator into a thin layer of floor finish in a shallow pan. This will prevent deposits from collecting in the depressed areas of the floor. Apply only thin coats of floor finish. Thick applications may not dry completely causing excess scuffing and quick soiling.

2. Although linoleum floors will give years of wear without losing their appeal, they are not indestructible. You can prevent many problems before they start. Products that contain artificial colorants (such as shoe dyes, food dyes, hair dyes, crayons, finger paints, and fruit flavored soda) are most likely to cause staining unless cleaned up promptly. Here are some tips on preventing the most common problems that can mar the beauty of your floor:

- **Furniture Damage:** Equip all furniture and appliances with large surface casters, glides, or furniture cups. Use hard plastic casters and cups since some types of rubber may permanently stain light colored flooring. Any soft plastic protectors should be limited to use on stationary furniture. If equipped on chairs, stools, or other like furniture that is slid on the floor, the plastic can become embedded with grit and will eventually mar the floor covering. If metal protectors are used, be sure they are rustproof. Replace broken casters and remove small metal objects on furniture and appliances that may cause damage to your floor.
- **Burns:** Burns from cigarettes, matches and other very hot items can damage linoleum.
- **Dirt and Grime:** Damage from tracked-in dirt and grime can be avoided by placing floor mats at entries. They save you unnecessary clean-up tasks. Rubber-backed mats may cause permanent staining to your floor.
- **Stains:** Most spills and stains do not affect linoleum flooring and usually all that is needed is a prompt wipe with a damp mop. Any spill should be cleaned up at once to minimize the possibility of staining.
- **Sunlight:** Linoleum flooring is not affected by moderate sunlight conditions. Extreme exposure to the magnified rays of the sun, through sliding glass doors, should be avoided. The best protection is to draw your drapes during those periods of peak sun exposure.

3. The following is the recommended treatment of stains and spills:

- For acids, alkalis, cleansers, strong soaps, alcoholic beverages, catsup, coffee, food dye, fruit juice, ink, iodine, vegetables, mercurochrome, mustard, candy, or blood: Wash area with wet sponge or linoleum floor cleaner. If necessary, rub lightly with cloth moistened with 10 to 1 dilution of liquid bleach.
- For rubber heel marks, shoe polish, smudges, and scuffs: Remove staining substances as quickly as possible with lighter fluid. Read manufacturer's use and cautionary information on label before use.
- For asphalt, candle wax, chewing gum, grease, oil, tar, and adhesives: Remove excess with a dull kitchen knife (avoid sharp instruments that could scratch). Rub lightly with lighter fluid. Read manufacturer's use and cautionary information on label before use.
- For lacquer and nail polish: Blot up excess while wet. If necessary, rub lightly with cloth dipped in lacquer thinner, then rinse.

- For rust, mildew, dye, and grass: Rub lightly with a 10 to 1 dilution of liquid bleach then rinse. If rust stain does not respond, use a solution of cream of tartar or lemon juice.
- For oil base paints, solvents, varnish, and dry cleaning fluids: Take up immediately with blotting action. Rub lightly with cloth or sponge and floor cleaner and rinse. If dry, try to peel the film from floor.
- For shellac: Blot up the excess, while wet. If necessary, rub lightly with cloth dipped in alcohol, then rinse.
- For urine and excrement: Clean with good floor cleaner. If stain does not respond, use 10 to 1 dilution of liquid bleach.

Ellsworth AFB Family Housing Brochure

Atch #4 Household Hazardous Waste Management (Page 1 of 2)

Consumers are responsible for wise environmental management and disposal of household hazardous wastes. Certain products should be brought to household hazardous waste collection days for proper disposal. If you are uncertain of the disposal requirements, please contact the 28th Civil Engineer Squadron, Environmental Management Flight, at 385-2680 for assistance.

The following chart addresses disposal options and suggests alternative products for some of the more common household hazardous materials:

WASTE CATEGORY	ALTERNATIVE PRODUCTS	DISPOSAL OPTIONS
Oil Based Paints	Use Latex or water based paint whenever possible	Use for intended purpose. Store safely until a household hazardous waste day is held or mix with an adsorbent material (kitty litter) allow to dry and dispose of as trash
Latex paints that contain hazardous chemicals	Use Latex paints that do not contain hazardous chemicals (ethylene glycol, glycol ethers, mercuric acetate, etc).	Use for intended purpose. Store safely until a household hazardous waste day is held or mix with an adsorbent material (kitty litter) allow to dry and dispose of as trash.
Used Oil	Unknown alternative	DO NOT apply to soil, pour down a drain or in the storm sewer. Dispose of used oil at a local recycle collection point, Auto Hobby Shop or BX Service Station on-base or a service center off base.
Pesticides	Use dishwashing or insecticidal soaps mixed with water.	Use for intended purpose. if possible. Store safely liquids until a household hazardous waste day is held or mix with an adsorbent material (kitty litter) allow to dry and dispose of as trash. Small quantities of solid pesticides maybe disposed of as refuse.
Household Batteries	Use solar powered watches or rechargeable batteries	Dispose of as normal refuse.
Oven Cleaners	Use mixture of castile soap, borax, and water to pre-wet surface and scrub with baking soda & salt.	Use for intended purpose
Drain Cleaners	Mixture of baking soda and vinegar followed with boiling water; snake or plunger	Use for intended purpose.
Old Gasoline	Unknown Alternative	Store safely until a household hazardous waste day is held or mix with an adsorbent material (kitty litter). Allow to dry and dispose of in trash.
Used Tires	Unknown Alternative	Turn in to local tire recycler or waste management firm for disposal. Used tires cannot be disposed of until shredded.
Antifreeze	Propylene glycol may be less toxic to use.	Turn into a local recycling center for recycling and reuse.

HAZMART will accept most unused household products in their original containers for the Household Hazardous Materials Recovery Program. These products are screened and distributed to points on base where they can be picked up, free of

charge, by base personnel. This program keeps hazardous chemicals out of our environment and helps save base personnel money. Contact HAZMART at (605) 385-6602 (DSN: 675-6602) for more information.

Tips for proper product use:

Buy only what you need.

Carefully read and follow the label's directions.

Use the products for their intended purpose **ONLY**.

DO NOT mix chemicals.

Use the product recommended strength.

If you need assistance, call the Environmental Flight at (605) 385-2680 (DSN: 675-2680).